

## ***Designated Boards and Commissions***

## DESIGNATED BOARDS AND COMMISSIONS

---

### DESIGNATED BOARDS AND COMMISSIONS

---

The following section includes gubernatorial appointments to those boards, commissions, and councils created through federal legislation, executive order of the Governor or otherwise, whose members are not subject to confirmation by the General Assembly.

---

#### COMMEMORATIVE COMMISSION TO HONOR THE CONTRIBUTIONS OF THE WOMEN OF VIRGINIA

---

Reference: Senate Joint Resolution No. 11 (2010)

Purpose, Powers  
and Duties:

The Commission shall seek private funding for the operation and support of the Commission and the erection of an appropriate monument. The costs of implementation of the Commission, its work, and the compensation and reimbursement of members shall be borne by the Commission from such private funds as it may acquire to cover the costs of its operation and work. Until completion of the Commission's work or the erection of the monument, whichever occurs later, the Commission shall report annually by December 1, the status of its work, including any findings and recommendations, to the General Assembly, beginning on December 1, 2010

Composition:

The commemorative commission shall consist of a total of 19 members as follows: the Governor of Virginia who shall serve as Chairman thereof, the Chairwoman of the Senate Committee on Rules, one member of the Senate appointed by the Senate Committee on Rules, the Clerk of the Senate, the Speaker of the House of Delegates, one member of the House of Delegates at large appointed by the Speaker of the House of Delegates, the Clerk of the House of Delegates; eight nonlegislative citizen members of whom three members shall be appointed by the Governor, two of whom shall be appointed by the Senate Committee on Rules, and three of whom shall be appointed by the Speaker of the House of Delegates. The Secretary of Administration or his designee, the Librarian of Virginia or her designee, the Executive Director of the Capitol Square Preservation Council, and the Executive Director of the Virginia Capitol Foundation shall serve ex officio with nonvoting privileges. Nonlegislative citizen members of the Commission shall be citizens of the Commonwealth of Virginia. Unless otherwise approved in writing by the chairman of the Commission, nonlegislative citizen members shall only be reimbursed for travel originating and ending within the Commonwealth of Virginia for the purpose of attending meetings.

Term: Until completion of the Commission's work or the erection of the monument, whichever occurs later.

Chairman: Robert F. McDonnell, Governor

Membership:

#### **Gubernatorial Appointees**

Mary Blanton Easterly, Richmond  
Jacqueline Cook Hedblom, Richmond  
Rita McClenny, Richmond

#### **Senate Appointees**

Senator Jill Vogel, Winchester  
Em Bowles Locker Alsop, Richmond  
Lissy Bryan, Richmond

#### **House Appointees**

Delegate James P. Massie, III, Richmond  
Senator Mary Margaret Whipple

## DESIGNATED BOARDS AND COMMISSIONS

Herbert Augustine Claiborne, Richmond  
J.W. Abel-Smith, Middleburg

### Ex Officio

Robert F. McDonnell, Governor  
Ryan T. McDougle, Chair, Senate Committee on Rules  
Susan Clarke Schaar, Clerk of the Senate  
William J. Howell, Speaker of the House of Delegates  
G. Paul Nardo, Clerk of the House of Delegates  
Lisa Hicks-Thomas, Secretary of Administration  
James E. Wootton, Executive Director, Capitol Square Preservation Council  
Alice Lynch, Executive Director, Virginia Capitol Foundation  
Sandra Gioia Treadway, Librarian of Virginia

---

### COMMISSION ON MILITARY AND NATIONAL SECURITY FACILITIES

---

Reference: Executive Order Number Twenty-two (10)

Purpose, Powers,  
and Duties:

The Commission's responsibilities shall include the following: Identify appropriate opportunities for relocating additional military commands and missions to the Commonwealth. Identify appropriate opportunities for relocating additional national security facilities to the Commonwealth. Recommend, as appropriate, the best business practices for the Commonwealth to retain its existing military installations and commands. Recommend, as appropriate, the best business practices for the Commonwealth to retain its existing non-military national security facilities. Support and foster collaboration among local and regional entities in identifying appropriate opportunities for placement of additional national security facilities in the Commonwealth. Determine the best and most efficient manner to foster and promote business, technology, transportation, education, economic development and other efforts to support, attract and retain existing military installations and commands in the Commonwealth. Determine the best and most efficient manner to foster and promote business, technology, transportation, education, economic development and other efforts to support and retain existing non-military national security facilities in the Commonwealth. Identify and track all national security facilities located in the Commonwealth and their building needs. Determine the best industrial and economic development for the localities included in or adjacent to military installations and commands in the Commonwealth. Determine the best industrial and economic development for the localities included in or adjacent to non-military national security facilities in the Commonwealth. Inform the Governor on a regular basis on all pertinent findings and recommendations.

Composition: The Commission will consist of the Secretary of Commerce and Trade and the Secretary of Veterans Affairs and Homeland Security, as well as members appointed by the Governor and serving at his pleasure. Initial appointments of members to the Commission by the Governor will include 25 members. The Governor may appoint additional persons to the Commission at his discretion.

Chairman: Tom Davis

Membership: **Gubernatorial Appointees**

William T. Bolling, Lieutenant Governor  
Jim Cheng, Secretary of Commerce and Trade  
Terrie Suit, Secretary of Veterans Affairs and Homeland Security  
Senator Jeffrey McWaters, Virginia Beach  
Senator Mary Margaret Whipple, Arlington  
Delegate Richard L. Anderson, Woodbridge  
Delegate John Cosgrove, Chesapeake  
Delegate Mark D. Sickles, Franconia

## *DESIGNATED BOARDS AND COMMISSIONS*

General (Ret) John N. Abrams, Arlington  
Lisa Marie Cheney, Alexandria  
Tom Davis, Arlington  
Barry DuVal, Richmond  
Lieutenant General (Ret) Al Edmonds, Alexandria  
Vice Admiral (Ret) Hank C. Giffin III, Norfolk  
Gerard L. Gordon, Vienna  
Major General (Ret) Patricia P. Hickerson, Washington D.C.  
Lieutenant General (Ret) Joe Inge, Williamsburg  
General (Ret) John P. Jumper, Burke  
Admiral (Ret) Timothy J. Keating, Alexandria  
General (Ret) Robert Magnus, Alexandria  
Dario Marquez, Jr., Ashburn  
Wick Moorman, Norfolk  
Gary Nakamoto, McLean  
General (Ret) John H. Tilelli, Jr., Alexandria  
Lieutenant General (Ret) John R. Wood, Alexandria  
Bobbie Kilberg, Herndon  
Mike Melo, Yorktown  
Vice Admiral (Ret) James W. Metzger, Suffolk

### **Special Advisors**

Admiral (Ret) Harold W. Gehman, Jr., Virginia Beach  
Jim Duffey, Secretary of Technology  
Kenneth T. Cuccinelli, II, Attorney General

### **Ex Officio**

Senator Mark R. Warner  
Senator Jim Webb  
Representative Eric Cantor  
Representative Gerald E. Connolly  
Representative J. Randy Forbes  
Representative Bob Goodlatte  
Representative H. Morgan Griffith  
Representative Robert Hurt  
Representative Jim Moran  
Representative Scott Rigell  
Representative Bobby Scott  
Representative Rob Wittman  
Representative Frank R. Wolf

---

### **DOMESTIC VIOLENCE PREVENTION AND RESPONSE ADVISORY BOARD**

---

Reference:	Executive Order Number Twenty Five (10) Executive Order Number Forty-four (12)
Purpose, Powers and Duties:	To make Virginia's citizens, families, and communities safe, it is appropriate that the Commonwealth dedicate resources to prevent, combat, and reduce domestic violence in Virginia.
Composition:	The Governor's Domestic Violence Prevention and Response Advisory Board shall operate under the direction of the Secretary of Public Safety. Recognizing that these efforts will require the work of individuals across a broad spectrum of professions and expertise, the Advisory Board shall consist of designees from the following agencies and organizations: Office of the Attorney General; Supreme Court of Virginia; Commonwealth's Attorneys' Services Council; Virginia Association of Commonwealth's Attorneys; Virginia Association of Chiefs of Police; Virginia Sheriffs' Association; Virginia Department for the Aging;

## DESIGNATED BOARDS AND COMMISSIONS

Virginia Department of Behavioral Health and Developmental Services; Virginia Department of Corrections; Virginia Department of Criminal Justice Services; Virginia Department of Education; Virginia Department of Health; Virginia Department of Housing and Community Development; Virginia Department of Juvenile Justice; Virginia Department of Social Services; Virginia Department of State Police; Virginia State Crime Commission; Family and Children's Trust Fund of Virginia; Virginia Center on Aging; Virginia Poverty Law Center; Criminal Injuries Compensation Fund; Virginia Sexual and Domestic Violence Action Alliance; Virginia Association of Campus Law Enforcement Administrators, Inc.; Virginia Coalition Against Campus Sexual Assault; Virginia Chapter of the International Association of Forensic Nurses; Virginia Network for Victims and Witnesses of Crime, Inc.; and Representatives from the Virginia Senate and House of Delegates. Other members may be added at the discretion of the Secretary of Public Safety.

Term: Pleasure of the Governor

Chairman: Marla Graff Decker

Membership: **Designated Members**

Jennifer Bennett, Lynchburg  
Jane Chambers, Williamsburg  
Susan Clark, Lynchburg  
H. Cox, Chesterfield  
John Cox, Ashland  
Joy Crawford, Henrico  
Maureen Dempsey, Richmond  
Debra Gardner, Richmond  
Michael Gibson, Charlottesville  
Karl Hade, Richmond  
Melissa Harper, Roanoke  
P.W. Higgs, Fredericksburg  
Helivi Holland, Richmond  
Jill Holtzman Vogel, Winchester  
Kristen Howard, Richmond  
Fran Inge, Richmond  
Janet James, Henrico  
Paula Kupstas, Richmond  
Wendy Lohr-Hopp, Richmond  
Patti Maloney, Chesapeake  
Michael Marshall, Crozet  
Jennifer McClellan, Richmond  
Hope Merrick, Richmond  
Julie Malloy, Richmond  
Nancy Oglesby, Goochland  
Helen Phillips, Lebanon  
Virginia Powell, Richmond  
Kathy Robertson, Richmond  
Margaret Schultze, Richmond  
David Sloggie, Williamsburg  
Robert Tavenner, Richmond  
Patricia Ticer, Alexandria  
Kristi VanAudenhoove, Richmond  
Susheela Varky, Richmond  
Susan Ward, Henrico  
Mary Ware, Chesterfield  
Corie Wolf, Richmond

## DESIGNATED BOARDS AND COMMISSIONS

---

### GOVERNOR'S TASKFORCE ON SCHOOL AND CAMPUS SAFETY

---

Reference:	Executive Order Number Fifty-six (12)
Purpose, Powers, and Duties:	<p>The Task Force's responsibilities shall include the following: Evaluate school safety audits that have already been conducted and identify best practices that schools or divisions have implemented that would be helpful to all and review any audit findings that have not been addressed. Recommend improvements to K-12 school safety protocols and procedures to ensure an even safer learning environment. Identify ways to improve and expand the use of School Resource Officers and School Security Officers in Virginia's public schools. Recommend a mechanism for schools and localities to identify and share the best practices for improved school safety on an ongoing and continuing basis. Suggest additional resources, programs, or tools that the Virginia Center for School Safety or the Department of Education could make available to Virginia's local school divisions and schools. Identify any needed improvements to the school safety audit program to allow for better information gathering and sharing. Recommend needed improvements to campus safety policies or procedures at Virginia's public and private colleges, community colleges, and universities. Coordinate with the Mental Health Workgroup of the Task Force, described below, and review the Workgroup's recommendations. Examine current laws and regulations to identify gaps relating to school and campus safety and provide timely recommendations for legislative or budget amendments. Review the recommendations set forth in previous state and national reports and studies and provide strategies for implementation of relevant, realistic recommendations that would enhance school or campus safety.</p>
Composition:	<p>The Task Force will be co-chaired by the Secretary of Education, the Secretary of Public Safety, and the Secretary of Health and Human Resources. The membership will include representatives from state agencies, law enforcement, other public safety professionals, public and private education leaders, health care leaders, and the private sector to collaborate on how to best provide a safer learning environment for our students. Members shall be appointed by and serve at the pleasure of the Governor.</p>
Co-Chairs:	<p>Marla Decker, Secretary of Public Safety Laura Fornash, Secretary of Education Bill Hazel, M.D., Secretary of Health and Human Resources</p>
Membership:	<p><b>Gubernatorial Appointees</b></p> <p>Ken Cuccinelli, Attorney General of Virginia Joseph Yost, Virginia House of Delegates Margaret B. Ransone, Virginia House of Delegates Patrick Hope, Virginia House of Delegates Tom Garrett, Senate of Virginia Richard Stuart, Senate of Virginia George Barker, Senate of Virginia Patricia Wright, Ed.D., Superintendent of Public Instruction Donna Michaelis, Director of the Virginia Center for School Safety Colonel W. Steven Flaherty, Superintendent of the Virginia Department of State Police Garth Wheeler, Director of the Department of Criminal Justice Services Mark Gooch, Director of the Department of Juvenile Justice Michael Cline, State Coordinator of the Department of Emergency Management James W. Stewart, III, The Commissioner of the Department of Behavioral Health and Developmental Services Maureen Dempsey, MD, FAAP, Acting State Health Commissioner Peter Blake, Director of the State Council on Higher Education Sarah Gross, PTA Legislative Liaison Michelle Wescott, Nurse, Rena B. Wright Primary School; PTA Health and Safety Chair</p>

## DESIGNATED BOARDS AND COMMISSIONS

Vincent Darby, Principal, G. H. Reid Elementary School, Richmond  
Keith Perrigan, Principal, Patrick Henry High School, Washington; President,  
Virginia Association of Secondary School Principals  
Dr. Deborah Pettit, Superintendent, Louisa County Schools  
Dianne Smith, Member of Chesterfield School Board; Retired Principal  
Leonard Steward, Lexington City School Board  
Regina Blackwell Brown, Educational Specialist for School Counseling, Henrico  
County Public Schools  
Meg Gruber, Teacher, Forest Park High School, Prince William; VEA President  
Judi M. Lynch, Ph.D., Principal, Saint Gertrude High School  
Dr. Sandy Ward, Director of the School Psychology program, College of William  
& Mary  
Dewey Cornell, Professor of Education, Curry School of Education, University  
of Virginia;  
Director, Virginia Youth Violence Project  
Charles J Klink, Assistant Vice Provost and Vice President for Student Affairs,  
Virginia Commonwealth University  
Sheriff Brian Heatt, Tazewell County  
Sheriff Mike Chapman, Loudoun County  
Chief Jim Williams, Chief of Police, City of Staunton  
Chief Don Challis, Chief of Police, College of William and Mary  
Joel Branscom, Commonwealth's Attorney, Botetourt County  
Chief Steve Cover, Fire Chief, City of Virginia Beach  
Edward "Bubby" Bish, Virginia Association of Volunteer Rescue Squads  
Captain Steve Carey, Stafford County Sheriff's Department (former School  
Resource Officer)

Gene Deisinger, Deputy Chief and Director of Threat Management, Virginia  
Tech  
Charles Werner, Charlottesville Fire Chief (Member of Secure Commonwealth  
Panel)  
Allen Hill, Father of Rachael Hill, Victim of Virginia Tech Shooting  
Alexa Rennie, Student, James River High School  
Jillian McGarrity, Student, Lynchburg College

---

### POET LAUREATE OF VIRGINIA

---

Code Reference: § 7.1-43

Purpose, Powers  
and Duties: Honorary position created to encourage the exchange of arts information and  
perspectives. The poet laureate is not obligated to write any verse.

Composition: The Governor may appoint a poet laureate from a list of nominees submitted by  
the Poetry Society of Virginia.

Term: Two years; no restrictions on reappointment.

Poet Laureate: Sofia Starnes, Williamsburg ..... term expires 6/30/14

---

### STATEWIDE INDEPENDENT LIVING COUNCIL

---

Code Reference: USC Title 29, Chapter 16, Section 796c; § 51.5-25.1

Purpose, Powers  
and Duties: To jointly plan with the Department of Rehabilitative Services carried out under  
Title VII of the Federal Rehabilitation Act and to provide advice to the  
Department regarding such activities.

Composition: Members are appointed by the Governor. The board shall consist of at least one  
director of a center for independent living, parents and guardians of individuals  
with disabilities, representatives of private business, representatives from  
organizations that provide services for individuals with disabilities, and other

## DESIGNATED BOARDS AND COMMISSIONS

appropriate individuals. Ex officio members are non-voting representatives from other state agencies that provide services for individuals with disabilities.

Term: Three years; no more than two consecutive terms.

Membership: **Gubernatorial Appointees**

Sarah A. Liddle, Shawsville ..... term expires 9/30/12  
vacant ..... term expires 9/30/12  
Ken Jessup, Virginia Beach..... term expires 9/30/13  
Lauren Snyder Roche, Poquoson..... term expires 9/30/13  
Ellen L. Shackelford, Hampton ..... term expires 9/30/13  
Trisha Stevenson, Charlottesville ..... term expires 9/30/13  
Chris Bennett Terrell, Alexandria..... term expires 9/30/13  
Harry Glenn Henderson, Jr., Alexandria ..... term expires 9/30/13  
Mary B. Mathena, Virginia Beach..... term expires 9/30/13  
Carmela Hernandez Greer, Lynchburg ..... term expires 9/30/14  
Shawn M. Utt, Pulaski..... term expires 9/30/14  
Theresa Preda, Richmond..... term expires 9/30/14  
Jane Ward-Solomon, Richmond ..... term expires 9/30/14  
vacant ..... term expires 9/30/14  
Sandra Cook, Petersburg ..... term expires 9/30/15  
Sherri Coles, McLean..... term expires 9/30/15  
Karen Michalski-Karney, Glade Hill..... term expires 9/30/15  
Libset Dula, Virginia Beach..... term expires 9/30/15  
C. Lee Price, Richmond..... term expires 9/30/16  
Ronald Lanier, Henrico ..... term expires 9/30/16

---

### STATE REHABILITATION ADVISORY COUNCIL

---

Location: Department of Rehabilitative Services  
8004 Franklin Farms Drive  
Richmond, Virginia 23229  
Tel. (804) 662-7010 Fax (804) 662-7644  
TTY In Virginia (800) 464-9950  
Internet: [www.va-src.org](http://www.va-src.org)

Code Reference: § 51.5-4; USCS § Title 29, Chapter 16, Sec. 725 the Rehabilitation Act of 1973

Purpose, Powers and Duties: Publicize the policies and programs of the Department in order to educate the public and elicit public support for the Department's programs; Monitor the activities of the Department and have the right of access to Department information, provided that such access does not violate the confidentiality of client records; Advise the Governor, the Secretary of Health and Human Resources, the Commissioner, and the General Assembly on the delivery of public services to and the protection of the rights of persons with disabilities on matters relating to this title, and on such other matters as the Governor, Secretary, Commissioner, or the General Assembly may request; Perform such other duties as may be prescribed to the Council by Title I and Title VI of the federal Rehabilitation Act of 1973

Composition: The Governor shall appoint at least one representative of the following: Statewide Independent Living Council; a client assistance program, a vocational rehabilitation counselor, who shall serve as an ex officio non-voting member if the counselor is an employee of the designated state agency; a representative of community rehabilitation providers; four representatives of business, industry, and labor; representatives of disability advocacy groups representing a cross-section of individuals with physical, cognitive, sensory, and mental disabilities; parents, family members, guardians, advocates, or authorized representatives of individuals with disabilities who have difficulty in representing themselves; and current or former applicants for, or recipients of, vocational rehabilitation



## DESIGNATED BOARDS AND COMMISSIONS

services. The director of the designated state unit shall be an ex officio member of the council.

Term: Three years

Membership: **Gubernatorial Appointees**

vacant .....	term expires 9/30/12
vacant .....	term expires 9/30/12
vacant .....	term expires 9/30/12
vacant .....	term expires 9/30/13
Richard Mosher, Richmond.....	term expires 9/30/13
Charles F. Downs, Waynesboro .....	term expires 9/30/13
Ellen A. McIlhenny, Montpelier.....	term expires 9/30/13
Cheryl Johnson, Fairfax.....	term expires 9/30/13
Suzanne Bowers, Bealton .....	term expires 9/30/13
Julie Triplett, Richmond.....	term expires 9/30/13
J. Bryant Neville, Jr., Dewitt .....	term expires 9/30/14
Sally J. Thompson, Hampton.....	term expires 9/30/14
John M. Eisenberg, Richmond.....	term expires 9/30/14
Thalia Simpson-Clement .....	term expires 9/30/14
Rumy J. Mohta, Midlothian.....	term expires 9/30/14
Anthony Lineberry, Manakin Sabot .....	term expires 9/30/14
P. Daniel DeBoer, Jr., Richmond .....	term expires 9/30/14
vacant .....	term expires 9/30/14
vacant .....	term expires 9/30/15

### Ex Officio

James Rothrock, Commissioner, Department for Again and Rehabilitative Services

---

## VOCATIONAL REHABILITATION COUNCIL FOR THE BLIND

---

Code Reference: USCS § Title 29, Chapter 16, Sec. 725 the Rehabilitation Act of 1973

Purpose, Powers and Duties: To provide advice to the Department for the Blind and Vision Impaired regarding vocational services provided pursuant to Title I and Title VI of the federal Rehabilitation Act.

Composition: The Governor shall appoint one representative of the Statewide Independent Living Council; at least one representative of the following: a client assistance program, a vocational rehabilitation counselor with knowledge of and experience with vocational rehabilitation programs, who shall serve as an ex officio non-voting member if the counselor is an employee of the designated state agency; a representative of community rehabilitation providers; four representatives of business, industry, and labor; representatives of disability groups representing a cross-section of individuals with physical, cognitive, sensory, and mental disabilities; parents family members, guardians, advocates, or authorized representatives of individuals with disabilities who have difficulty in representing themselves; and current or former applicants for, or recipients of, vocational rehabilitation services. The director of the designated state unit shall be an ex officio member of the council.

Term: Three years

Membership: **Gubernatorial Appointees**

Michael G. Kasey, Fredericksburg .....	term expires 9/30/10
Patricia M. Beattie, Alexandria .....	term expires 9/30/11
Richard Gonzalez, Springfield.....	term expires 9/30/11
Sherrie M. Phillips, Chesapeake .....	term expires 9/30/11

## *DESIGNATED BOARDS AND COMMISSIONS*

vacant .....	term expires 9/30/12
vacant .....	term expires 9/30/12
Douglas Powell, Falls Church .....	term expires 9/30/12
Celia Yette, Petersburg .....	term expires 9/30/12
Marguerite Bardon, King George .....	term expires 9/30/13
Jim Taylor, Mechanicsville .....	term expires 9/30/13
Valerie Augburn Walker, Newport News .....	term expires 9/30/13
Michael G. Davis, Chesapeake .....	term expires 9/30/13
Angela R. Matney, Charlottesville .....	term expires 9/30/13
Debbie Pfeiffer, Yorktown .....	term expires 9/30/14
Richard Gonzales, Springfield .....	term expires 9/30/14
Claudie Grant, Jr., Prince George .....	term expires 9/30/14
Richard H. Holley, Hallwood .....	term expires 9/30/14
Nikki Jeffords, Virginia Beach .....	term expires 9/30/14
Rebecca Bridges, Arlington .....	term expires 9/30/14
Melanie Brunson, Vienna .....	term expires 9/30/14
Ken Jessup, Virginia Beach .....	term expires 9/30/15

### **Designated Member**

Raymond E. Hopkins, Commissioner, Department for the Blind and Vision Impaired

---

### **BOARD OF COMMISSIONERS OF THE VINT HILL ECONOMIC DEVELOPMENT AUTHORITY**

---

Location:	4263 Aiken Drive P.O. Box 861617 Warrenton, Virginia 20187 Tel. (540) 347-6965 Internet: <a href="http://www.vinthill.com">www.vinthill.com</a>
Code Reference:	§ 15.1-1320
Purpose, Powers and Duties:	To implement the adopted reuse plan of the "Task Force" which addresses the employment, economic and land use issues arising from the closing of the Vint Hill Farms Station.
Composition:	The Governor shall appoint seven members, of whom at least five shall be residents of the counties in which the authority is located.
Executive Director:	Ike Broaddus
Term:	Six years
Membership:	<b>Gubernatorial Appointees</b>  David W. Vos, Delaplane .....
	term expires 3/18/13
	Birge S. Watkins, Warrenton .....
	term expires 3/18/13
	William G. Downey, Warrenton .....
	term expires 3/18/14
	Mary Leigh McDaniel, Marshall .....
	term expires 3/18/14
	Cecil T. Campbell, Warrenton .....
	term expires 3/18/17
	James Carter Wiley, The Plains .....
	term expires 3/18/18
	Dorothy L. Wood, Warrenton .....
	term expires 3/18/18